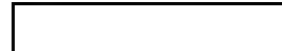CONFIDENTIAL

Special Assistant to the Deputy            7 May 1965
Director for Support

Acting Registrar/OTR

Automatic Data Processing Plans and Programs: Office of Training


Attached are completed forms requested in your referenced

memorandum.  These forms pertain to the Agency Training Record,

which is the only computer application administered and maintained

by the Office of Training.  As far as can be ascertained no new

applications are anticipated for the fiscal years 1965 through

1970.

25X1

Attachments: a/s

25X1    RS:TR/[          ]:vh/7 May '65
        Distribution:
            0 & 1 - Addressee
                1 - AIB/TR
                1 - RS/AR chrono

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INVENTORY OF ADP RESOURCES
AND REQUIREMENTS

PROJECT IDENTIFICATION

REPORTING OFFICE AND DIVISION:

__Registrar Staff__

__Office of Training__

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1. THE FOLLOWING ADP APPLICATION IS PLANNED ____ IS BEING DEVELOPED ____ IS NOW OPERATING **X** .

2. DESCRIPTIVE TITLE OF PROJECT: **The AGENCY TRAINING RECORD, for which the Registrar/OTR is responsible, is the official, cumulative file of data on the individual employee's internal and external training taken under Agency sponsorship.**

3. PROJECT SCOPE, OBJECTIVE, OR PURPOSE: **The Agency Training Record is produced semi-annually in three formats. It is used by the Registrar/OTR to determine eligibility for enrollment in OTR's courses, to prepare course rosters for OTR's instructors, and to compile statistical reports on OTR's instructional activities. It is also used by the Chief, Qualifications Analysis Branch/OP and by the Heads of Career Services; the latter, to identify and satisfy their training needs and to plan for the professional development of their employees.**

4. TYPE OF ADP APPLICATION: __Management Support and Information Retrieval__ .

   (i.e. Mathematical/Scientific, Management Support, Information Retrieval, Special Project Supporting Intelligence, Other - specify.)

5. PROJECT STATUS:

| | FY 1965 | 1966 | 1967 | 1968 | 1969 | 1970 |
|---|---|---|---|---|---|---|
| A. MANAGEMENT INTEREST ESTABLISHED | | | | | | |
| B. FEASIBILITY STUDY UNDERWAY | | | | | | |
| C. FEASIBILITY STUDY COMPLETED | | | | | | |
| D. SYSTEMS DESIGNING UNDERWAY | | | | | | |
| E. CONVERSION OF DATA UNDERWAY | | | | | | |
| F. PROGRAMMING UNDERWAY | | | | | | |
| G. PARTIALLY OPERATIONAL | | | | | | |
| H. OPERATIONAL | X | | | | X | X |
| I. REPROGRAMMING PLANNED | | X | X | | | |
| J. RE-DESIGN PLANNED | | | | X | | |

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100035-1

INVENTORY OF ADP RESOURCES
AND REQUIREMENTS

-- EQUIPMENT --

DATE: 7 May 1965
REPORTING OFFICE:

**Registrar Staff**

**Office of Training**

1. WHAT ADP EQUIPMENT DOES YOUR COMPONENT LEASE AT PRESENT
AND WHAT EQUIPMENT DO YOU ESTIMATE YOU WILL NEED TO LEASE IN THE FUTURE?

| Types of ADP Equipment | Number of units needed during Fiscal Year | | | | | |
|---|---|---|---|---|---|---|
| | 1965 | 1966 | 1967 | 1968 | 1969 | 1970 |
| **None** | | | | | | |
| | | | | | | |
| | | | | | | |
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2. WHAT PURCHASED ADP EQUIPMENT IS USED IN YOUR COMPONENT AT PRESENT
AND WHAT ADP EQUIPMENT PURCHASES DO YOU ESTIMATE WILL BE NEEDED?

| Types of ADP Equipment | Number of units needed in Fiscal Year | | | | | |
|---|---|---|---|---|---|---|
| | 1965 | 1966 | 1967 | 1968 | 1969 | 1970 |
| **None** | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

3. WHAT ADP EQUIPMENT BUDGETED FOR BY ANOTHER OFFICE IS USED BY YOUR OFFICE AT PRESENT
AND WHAT DO YOU PLAN TO USE IN THE FUTURE?   (If this information is not readily available, simply indicate that
it isn't and arrangements will be made to get the information from the Office concerned.)

| Types of ADP Equipment | Budgeting Offices | Hours Used per Month | Number of Hours needed for Fiscal Year | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | 1965 | 1966 | 1967 | 1968 | 1969 | 1970 |
| **RCA 501 - 301** | **OCS** | **NA** | c. 80 | c. 80 | ? | ? | ? | |
| | | | | | | | | |
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27 April 1965


MEMORANDUM FOR:   Director of Communications
                  Director of Finance
                  Director of Logistics
                  Director of Medical Services
                  Director of Personnel
                  Director of Security
                  Director of Training

SUBJECT           :   Automatic Data Processing Plans and Programs

REFERENCE         :   DD/S Administrative Instruction 65-4, dtd
                      6 April 1965, same subject


1.   As a first step in satisfying the requirements specified in
Bureau of the Budget Circular A-71 and Action Memorandum A-444
as quoted in reference, the Automatic Data Processing Committee has
been requested to address itself to the following topics:

        a.   Inventory of ADP resources.
        b.   Ongoing programs.
        c.   Projection of requirements (5 years,
            FY 66 through 70).

2.   Of immediate interest to the Automatic Data Processing
Committee is the inventory of the on-going programs, each of which
must be completely described including a statement of their individual
scope and objectives.   For each such program (project, application)
an inventory of our present ADP resources in terms of people, equip-
ment, and costs is also needed.   For these purposes, the information
required will have to be in greater detail than that presented to the
Assistant Director for Computer Services in February 1965 for inclusion
in his annual report to the Bureau of the Budget.   In considering person-
nel, it will be necessary to specify whether they are key punch operators,
flexowriter operators, computer programmers; whether they are
contract or staff employees; and whether they are full or part time.
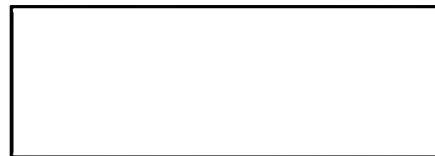
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We will need to include an inventory of equipment including computers, input preparation devices, output production devices; whether they have been purchased and if so at what cost; or whether they are rented and if so the amount of the rental fee.

3. The ADP Committee is also charged with developing a forecast of ADP requirements covering the five year period of FY 1966 - 70. This must include the five-year projection for the ongoing programs as well as plans for new applications. You will recall developing a two-year projection about a year ago for use by the Assistant Director for Computer Services. Probably these can simply be updated and new plans added. Some of the applications proposed last year may be enveloped by studies being conducted by the Support Information Requirements Group but for the present all projected applications should be identified separately and accompanied by an estimate of the manpower you may be prepared to devote to each and the cost thereof.

4. Sample formats for your use in compiling this information are attached. A separate project identification form should be prepared for each project. Equipment and Personnel forms should represent office summaries.

5. I will need your responses by 7 May in order to be prepared to submit the composite Support response to the ADP Committee at the next meeting.

6. I am available to amplify these requirements and to discuss any questions you may want to raise.

25X1

Special Assistant to the
Deputy Director for Support

Attachments:
    As stated.

2

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27 April 1965

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                          Director of Finance
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Special Assistant to the
Deputy Director for Support

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**Next 3 Page(s) In Document Exempt**